

PRINCIPAL TREASURER-TAX COLLECTOR SPECIALIST

DEFINITION:

Under administrative direction, to supervise the tax collection, financial and accounting activities of the Tax Sale, Payment Processing or Cashiering division of the Treasurer-Tax Collector; to assist in carrying out the administrative policies and procedures of the department; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The Principal Treasurer-Tax Collector Specialist is the supervisory-level of the Treasurer-Tax Collector Specialist class series. This class is distinguished from the Supervising Treasurer-Tax Collector Specialist, in that the latter does not require specialized knowledge, skills and experience in tax sale, payment processing or cashiering activities.

EXAMPLES OF DUTIES:

Plans, directs and organizes the activities of a specialized tax sale, payment processing or cashiering unit; identifies resources, assigns work and sets performance standards; hires, trains, counsels and evaluates the performance of subordinates; interprets and implements department and county policies and procedures for specialized, technically complex activities; identifies and solves procedural problems; coordinates work with other divisions or departments, banks, financial institutions and mortgage companies; summarizes financial and statistical records and data; composes correspondence and prepares reports; coordinates the maintenance, service and repair of payment processing or cashiering equipment; maintains inventories and orders services, supplies and equipment.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and techniques of supervision.
- Office practices and procedures.
- Financial transactions and records.
- Mathematical computations for compiling and reviewing financial and statistical records.
- Principles of bookkeeping and accounting.
- California Revenue and Taxation Code, State Law, Civil and Bankruptcy Law, IRS Rules and Regulations.
- Cashiering and banking practices, procedures and laws.
- Policies and procedures of tax sale, payment processing or cashiering.

General Knowledge of:

- County organization, operations and functions.
- County policy and procedures for personnel, budgeting and purchasing.
- Data processing systems and terminology.
- Accounting practices and procedures.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct and schedule work.
- Establish work standards.
- Review and monitor work and evaluate the work performance of subordinates.
- Develop, interpret, implement and explain policies and procedures.
- Effectively communicate with the public and co-workers, orally and in writing, with ease, confidence and tact.
- Handle the most difficult public contact situations involving irate and belligerent individuals.
- Understand and interpret legal documents.
- Compile and summarize data and information and maintain records.
- Prepare clear and concise reports and correspondence.

EDUCATION/EXPERIENCE:

Education, training and/or experience, which demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. Two (2) years of experience as a Senior Treasurer-Tax Collector Specialist in the County of San Diego including one (1) year of experience in the tax sale, payment processing or cashiering division; OR,
2. Three (3) years of experience processing financial or accounting transactions in a California Treasurer-Tax Collector Office including two (2) years of experience in a tax sale, payment processing or cashiering division; OR,
3. Four (4) years of clerical experience including two (2) years of experience processing financial or accounting transactions in an auctions, payment processing or cashiering division; AND, one (1) year of experience in a lead position.

Note: A bachelor's degree from an accredited college or university in finance, accounting, business administration or public administration may substitute for two (2) years of the work experience requirement.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**Note:**

For some positions, the incumbent must be bondable.

Character:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending upon the type, number and date, may be disqualifying.

Working Conditions:

Incumbents are subject to frequent hostility and anger from the public that produces the continuous possibility of personal liability suits and actual physical danger.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).